

ONE-PAGE FRAMEWORK

Reward & *Recognition* Framework

A structured approach to celebrating performance and reinforcing values, blending everyday recognition with milestone rewards so people feel seen, valued, and motivated to grow.

3

RECOGNITION TIERS

5

GUIDING PRINCIPLES

70/20/10

RECOGNITION MIX

A. Tiers & Guiding Principles

Everyday

PEER · FREQUENT

Spontaneous thank-yous, shout-outs, and peer-to-peer kudos tied to shared values.

Milestone

MANAGER · PERIODIC

Recognition for goals met, projects shipped, and growth demonstrated, with meaningful rewards.

Signature

ORGANIZATION · ANNUAL

Top honors that celebrate exceptional impact and embody what the organization stands for.

Guiding Principles

- i* Timely. Recognize close to the moment, not months later.
- ii* Specific. Name the behavior and the value it reflects.
- iii* Equitable. Accessible to every role and level, not just the visible few.
- iv* Values-Linked. Tie every reward back to a shared value or competency.
- v* Meaningful. Match the reward to what people actually value.

B. The Recognition Mix

70%

EVERYDAY PEER
RECOGNITION

20%

MILESTONE REWARDS

10%

SIGNATURE HONORS

100%

TIED TO SHARED VALUES

Why it works: frequent, specific, values-linked recognition is one of the strongest and lowest-cost levers on engagement and retention. Pairing everyday peer recognition with meaningful milestone and signature rewards reinforces culture daily while still honoring standout impact.